

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Operations School

DATE: 6 March 1957

FROM : AO/OS

SUBJECT: Weekly Activity Report #10

A. SIGNIFICANT ITEMS:

None to report.

B. OTHER ITEMS:

1. EE/CHIEF OF PLANS: During her visit to the Overseas Branch, [REDACTED] 25X1A9a
- EE [REDACTED] is developing a training-briefing program within the Division for new [REDACTED] personnel, especially those who have had no previous field or DDP headquarters experience. To provide study material for this program, [REDACTED] 25X1A
- [REDACTED] has as one of his functions the task of screening case files for cases or portions of cases having instructional value. The trainee studies documents relating to operations in his [REDACTED] area, then discusses them with senior personnel of the Branch. 25X1A
- [REDACTED] stated that training emphasis is less on operational tradecraft than on the procedures, formats, contingencies and courses of action which must be used and dealt with by a [REDACTED] officer. [REDACTED] agreed, however, that EE case screening does have potential value for OTR, in that [REDACTED] is in a position to spot cases which, adequately sterilized, might be usable as case studies within OTR. She suggested that she discuss with [REDACTED] any OTR exploitation of EE's program before OTR itself takes any action in the matter. 25X1A9a 25X1A

25X1A9a 2.

[REDACTED]

training aids kit which would be quite basic and simple but would give a case officer enough materials and instruction to enable him to construct his own training

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aids. It is felt that such a training kit, if kept simple and inexpensive, might prove an asset to several other stations. The Overseas Branch also reminded the [REDACTED] is now equipped to handle routine requests for training materials, and that a training aids man will be at the [REDACTED] Station for the next four months for consultation on these matters.

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25X1A6a

3. TRAINING MATERIAL IN PREPARATION:

[REDACTED]

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examples of agent raw reports for sterilization and incorporation into the "Guide to Instruction in Basic Tradecraft." To date, three reports have been obtained on loan for reworking into training examples.

4. TRAINING MATERIALS FORWARDED:

a. USAF: Forty-four OTR-originated training documents were released to FI, [REDACTED] for transmittal to Detachment #1, 1137th Special Activities Squadron, USAF. This constituted OTR's contribution towards filling a comprehensive request for CIA material which USAF intends to use in training its own personnel.

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b.

[REDACTED]

25X1C

c.

[REDACTED]

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- 25X1A6a d. [REDACTED] Fifty copies of a requested [REDACTED] were 25X1A
obtained and forwarded to C/OFC [REDACTED] for 25X1A6a
use in the Operations Familiarization Course.
- 25X1A6a e. [REDACTED] Twenty tradecraft training documents 25X1A8a
were dispatched to the [REDACTED] for trans-
mittal to the field and use in routine indigenous
training there.
- 25X1A f. EE [REDACTED] On 1 March [REDACTED] of the 25X1A9a
[REDACTED] visited the Overseas Branch to review
information on recognition signals as available
in tradecraft manuals and lesson plans. She was
working on a plan for reestablishing contact with
a staybehind agent, and wished to refresh herself
on fundamentals. [REDACTED] later reported the
exercise definitely worthwhile. In instances when
training material is requested by Headquarters
personnel for short-term use, the Overseas Branch
has been inviting interested personnel to consult
our selection on the premises as a substitute for
the more time-consuming process of issuing the
material to other CIA components concerned.

C. ADMINISTRATIVE:

- 25X1A9a 1. On 1 March Messrs. [REDACTED] of the OTR Admin- 25X1A9a
istrative Office met with AO/OS, [REDACTED] and Mrs.
[REDACTED] to discuss the disposition of records now in 25X1A9a
the OTR vault, as well as the future of an accumulation
of unfiled training material now at Records Center. With
regard to the vault material, [REDACTED] is now 25X1A9a
assisting [REDACTED] in the screening of old
lesson plans for possible destruction. Much obsolete
material has been disposed of (always retaining at least
one copy for historical purposes), despite the fact that
25X1A9a [REDACTED] has been able to devote only a small portion
of her time to the screening of material because of the
constant flow of incoming requests for lesson plans
from various parts of the Agency.

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The material in the Records Center referred to above was sent there by the Operations School but apparently Records Center did not have a clear understanding of its intended disposition. AO/OS attempted to find out by telephone how much of it is usable. It was finally decided the best procedure would be for [REDACTED] to visit Records Center as soon as time permits and screen the material on the spot.

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2. A request has been submitted to have room 205 in building [REDACTED] converted to a restricted area, in order to handle storage of that material which is to be an AO/OS responsibility.

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